



Highland Lakes Reserve

HLR Board of Directors Meeting
October 16, 2017
3:00 pm / Marmer Construction

Agenda

Call to Order

Review and Approve Minutes from 8/29/17

Review Financials: Discuss transferring reserve money

Old Business

- Landscape/IRR Plan
- Developer lawsuit
- Comcast

New Business

- Hurricane cleanup
 - Boat ramp
 - Common areas
 - Vacant lots
- Entrance signage
- Fence
- Lower sewer stacks

Adjourn





Highland Lakes Reserve

HLR Board of Directors Meeting
August 29, 2017
3:30 pm / Marmer Construction

Minutes

Board Members Present: Marty Wohl, Rebecca Benevides-Noonon, Bill Lanzisera, Kevin Bock, Dusty Johnson

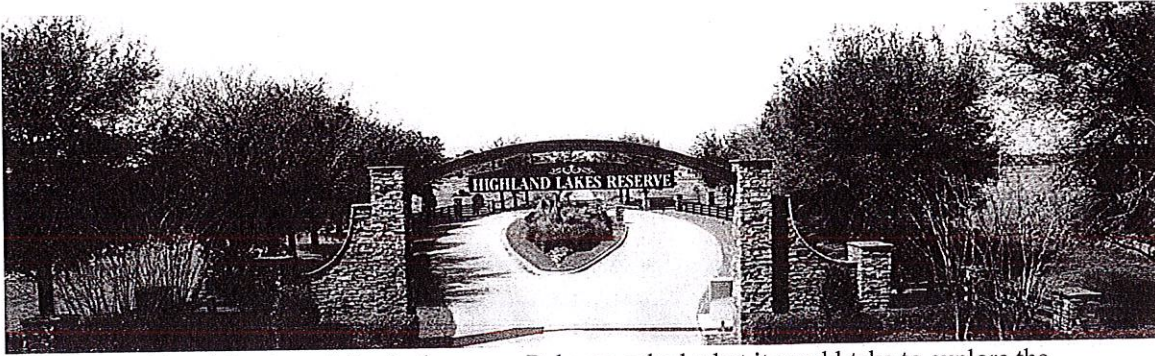
CAMs Present: Linda Boring, Johanna Johnston

Guests: Robin Gibson, TJ Wohl and Michael Vines

Call to Order: Marty called the meeting to order at 3:30pm.

- Developer Lawsuit: Attorney Robin Gibson – Mr. Gibson presented on the prospect of a lawsuit against the Developer. Mr. Gibson does not think the award/outcome would be that great. The main concern would be the statute of limitation but believes he can overcome that because of the promises made. If the statute of limitations starts from when the Association took control then it would be ok. Mr. Gibson would also like to see attorney fees in the contract. Mr. Gibson said a class action suit might cure some problems. One thing a class action is designed to do is bring everyone together into an identity of interest. The class action overcomes the issue that there is no attorney fees in the contract. Attorney fees come from the top of a class action settlement. Mr. Gibson noted his big concern in this case that the developer is sophisticated and has a limited liability corporation in Florida. If the parent is running the LLC and you can prove it then you can find some liability. Mr. Gibson finds that the Developer has been careful so his concern is solvency. Mr. Gibson believes the best way to get an out of state company to give any notice is filing a class action suit. Mr. Gibson would explore and file the suit for \$10,000 and whatever the expenses are ie filing fees, travel expenses for depositions etc. That does not include fees on the discovery. Bill asked what we would need to file. Mr. Gibson said a complete list of all homeowners. What also has to be demonstrated is that the lawyers involved are capable. Dusty asked what happens to the settlement. Mr. Gibson says that it goes to the class, fees come out and then distributed to the members. Marty asked if the settlement came in, would the association be able to use the settlement to put in the infrastructure and then distribute the dividends rather than creating a special assessment to the owners. Marty asked if we decided to phase in the infrastructure out of our current funds will it hurt the case. Mr. Gibson said it would be





considered the Association's damages. Rebecca asked what it would take to explore the connection between Florida Land Partners and National Land Partners. Mr. Gibson said public record will be the primary source to investigate. TJ recommended that he create a template complaint to all owners to send to the Attorney General. Marty asked if we could get an estimate on investigator fees.

- Bill expressed concern that he would rather see the upfront money spent on infrastructure rather than a chance at a lawsuit. Marty believes the majority of the Association wants to explore the suit against the Developer.
- Dusty made a motion to spend up to \$15,000 for the initial phase to explore a suite against the law firm with Mr. Gibson. Seconded by Rebecca. Rebecca also offered her staff to help with the investigation. Motion passed unanimously.
- Dusty recommended that we contact Senator Grimsley and Representative Pigman to see if they can get the Attorney General's office to give the case a look.
- Comcast: Presentation by Michael Vines: The biggest obstacle is that the developer did not do any of the underground work ahead of time like the developer at Hawks Landing. Michael said for \$78,000 it would get him into the subdivision. He would have to run 2,000 ft of fiber. If the Association can commit to 5 homes at \$300/month, that would cover that \$78,000 requirement. Dusty asked for Michael to ask the contractor if they based their estimate on directional boring for the whole subdivision. Marty asked time frame, Michael said a build like this would take 4 months. Dusty asked when we would get the guarantee that the Association could switch to residential services. Michael said once the Association committed.
- Michael asked for the address of every home in the subdivision.

Review and Approve Minutes from 6/29/17: Dusty motioned to approve the minutes. Kevin seconded. Motion passed unanimously.

Review Financials:

- Linda presented the financials: Lot 029 has been turned over to TJ. CAM has emailed all owners that are behind on the past dues. Marty brought up the \$15,000 that was approved to be spent on legal and asked where that would come out of since it was not budgeted. Dusty made the motion to move \$6,000 out of lot mowing and \$5,000 out of Administrative and move to Legal fees. Rebecca seconded. Motion passed unanimously.
- Discuss transferring reserve money:

Old Business

- Landscape/IRR Plan - Tabled
- Fencing on Sparta Rd. - Tabled





- Gate Codes: Marty brought up that Frank Platt sent out invitations to a wedding with the address to the boat ramp. Linda says no one has notified her of the event nor asked for an event gate code. Linda went through who has a gate code. Linda will give them notice before deleting codes. Marty recommends all Ranch gate codes be removed except one. Linda will contact the ranch.

New Business

- Sewer Pipes: Lower for mowing purposes and overall appeal of neighborhood – tabled.

Next meeting Monday the 18th at 3:30.

Meeting adjourned at 6:08



Highland Lakes Reserve POA, Inc
Balance Sheet
As of October 17, 2017

	Oct 17, 17
ASSETS	
Current Assets	
Checking/Savings	
HLR POA-HNB Checking	296,764.26
Total Checking/Savings	296,764.26
Accounts Receivable	
Accounts Receivable	-1,315.00
Total Accounts Receivable	-1,315.00
Other Current Assets	
Due from Owners - Mowing Costs	4,190.00
Inventory Asset	
Gate Remotes	500.00
Total Inventory Asset	500.00
Total Other Current Assets	4,690.00
Total Current Assets	300,139.26
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	9,000.00
TOTAL ASSETS	309,139.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds	3,000.00
Debris Deposits	3,000.00
Total Other Current Liabilities	6,000.00
Total Current Liabilities	6,000.00
Total Liabilities	6,000.00
Equity	
Retained Earnings-Unappropriated	201,442.38
Net Income	101,696.88
Total Equity	303,139.26
TOTAL LIABILITIES & EQUITY	309,139.26

Highland Lakes Reserve POA, Inc
Profit & Loss Budget vs. Actual
January 1 through October 17, 2017

	Jan 1 - Oct 17, 17	Budget
Ordinary Income/Expense		
Income		
Annual Dues	242,252.30	237,000.00
Other income		
Plan and Specification Review	3,000.00	6,000.00
Other income - Other	0.00	0.00
Total Other income	3,000.00	6,000.00
Services Income	0.00	0.00
Total Income	245,252.30	243,000.00
Cost of Goods Sold		
Cost of Goods Sold	0.00	0.00
Purchases - Parts and Materials	0.00	0.00
Total COGS	0.00	0.00
Gross Profit	245,252.30	243,000.00
Expense		
Administrative/ Management	5,400.12	7,000.00
Advertising and Promotion	0.00	0.00
Annual Owners Meeting Expense	268.75	1,000.00
Annual Reports	0.00	0.00
Attorney Fees	17,042.78	23,000.00
Auto and Truck Expenses	0.00	0.00
Bad Debt Expense	10,726.94	10,000.00
Bank Service Charges	0.00	400.00
Computer and Internet Expenses	45.00	1,000.00
Copy and Reproduction Costs	14.54	1,000.00
Depreciation Expense	0.00	0.00
Equipment and Repairs	0.00	0.00
Finance Charge	0.00	0.00
Gasoline and Diesel	0.00	0.00
Insurance Expense	2,426.60	3,000.00
Interest Expense	0.00	0.00
Labor	0.00	0.00
Late Fees	0.00	0.00
Maintenance	0.00	0.00
Meals and Entertainment	0.00	0.00
Mileage Reimbursement	0.00	250.00
Miscellaneous Repairs	0.00	0.00
Office Supplies	447.02	500.00
Parts	0.00	0.00
Payroll Expenses	0.00	0.00
Permits	0.00	0.00
Postage and Delivery	22.89	750.00
Professional Fees	4,414.47	6,000.00
Reconciliation Discrepancies	0.00	0.00
Rent	0.00	0.00
Repairs and Maintenance		
Common Area Mowing	34,110.00	42,000.00
Entrance Gates	2,561.18	5,000.00
Fencing	13,750.00	17,000.00
Landscaping/Irrigation	8,209.57	16,000.00
Lot Mowing	3,365.00	6,500.00
Pest Control	0.00	0.00
Pond Maintenance	22,881.32	33,500.00
Repairs and Maintenance - Other	8,789.11	6,500.00
Total Repairs and Maintenance	93,666.18	126,500.00

12:02 PM
10/17/17
Cash Basis

Highland Lakes Reserve POA, Inc
Profit & Loss Budget vs. Actual
January 1 through October 17, 2017

	<u>Jan 1 - Oct 17, 17</u>	<u>Budget</u>
Sales Tax	0.00	0.00
Supplies	2,317.38	3,000.00
Telephone Expense	2,039.74	3,000.00
Utilities	4,723.01	5,000.00
Total Expense	<u>143,555.42</u>	<u>191,400.00</u>
Net Ordinary Income	101,696.88	51,600.00
Other Income/Expense		
Other Expense		
Ask My Accountant	0.00	0.00
Reserve - Capital Apropriation	0.00	51,600.00
Total Other Expense	<u>0.00</u>	<u>51,600.00</u>
Net Other Income	0.00	-51,600.00
Net Income	<u><u>101,696.88</u></u>	<u><u>0.00</u></u>



Proposal

Customer: Highlands Lake Reserve

Address:

Qty	Description	Unit Price	Line Total
	Main Entry		
1.00	Landscape	\$ 21,000.00	\$ 21,000.00
1.00	Concrete parking Pad	\$ 2,700.00	\$ 2,700.00
1.00	Irrigation	\$ 8,600.00	\$ 8,600.00
1.00	Lighting - note 200.00 allowance for each post light	\$ 24,275.00	\$ 24,275.00
1.00	Directional Bores	\$ 1,800.00	\$ 1,800.00
0.00	Per SQ FT Floratam - Removal and Replacement - .65	\$ 0.65	\$
	Total Capital Improvement		\$ 58,375.00
12.00	Annual Maintenance per specs	\$ 850.00	\$ 10,200.00
			\$
	Sparta Entry		
1.00	Landscape	\$ 19,000.00	\$ 19,000.00
1.00	Concrete parking Pad	\$ 3,600.00	\$ 3,600.00
1.00	Irrigation	\$ 950.00	\$ 950.00
1.00	Lighting - note 200.00 allowance for each post light	\$ 20,900.00	\$ 20,900.00
1.00	Directional Bores	\$ 1,800.00	\$ 1,800.00
0.00	Per SQ FT Floratam - Removal and Replacement - .65	\$ 0.65	\$
	Total Capital Improvement		\$ 46,250.00
12.00	Annual Maintenance per specs	\$ 1,300.00	\$ 15,600.00
			\$
	North Buffer		
1.00	Irrigation	\$ 19,800.00	\$ 19,800.00
1.00	Landscape	\$ 10,394.00	\$ 10,394.00
1192.00	Fence	\$ 16.00	\$ 19,072.00
	Total Capital Improvement		\$ 49,266.00
12.00	Additional Maintenance for buffer landscape	\$ 150.00	\$ 1,800.00
			\$
	South Buffer		
1.00	Irrigation	\$ 11,700.00	\$ 11,700.00
1.00	Landscape	\$ 7,434.00	\$ 7,434.00
319.00	Fence	\$ 16.00	\$ 5,104.00
	Total Capital Improvement		\$ 24,238.00
12.00	Additional Maintenance for buffer landscape	\$ 100.00	\$ 1,200.00

All material is guaranteed as specified in plan. All work to be completed in a professional manner according to standard practices.

All alterations involving added costs required on written orders. Invoices submitted during construction due upon receipt for work completed.

Sunshine Landscape Nursery

1315 Holmes Road
 Sebring, FL 33875
 ph 863-385-8733
 cell 863-443-0809

Estimate

Date	Estimate #
5/23/2017	1082

Name / Address
Highlands Preserve Project Attn: Chad

				Project
Item	Description	Qty	Cost	Total
	Highlands Preserve Project			
Oak 25 gal		5	150.00	750.00T
Oak Leaf Hydrang...		32	20.00	640.00T
Indian Hawthorne ...		380	8.50	3,230.00T
Knock out rose 3 ...		106	12.95	1,372.70T
Silver Saw Palmet...		39	60.00	2,340.00T
Walters Viburnum...		790	9.95	7,860.50T
Walters Viburnum...		142	35.00	4,970.00T
Coontie palm 3 gal		483	24.00	11,592.00T
Juniper Blue Pacif...		433	5.00	2,165.00T
Lirope/Emerald G...		585	7.00	4,095.00T
Magnolia D.D. BL...		4	250.00	1,000.00T
Pink Muhly		420	8.50	3,570.00T
Labor	Labor and disposal to prep and rip out old material.		9,000.00	9,000.00
Mulch		300	50.00	15,000.00T
Fencing	1511 LF 4 Rail Wood Fence To Match	1	19,643.00	19,643.00T
Lighting			49,500.00	49,500.00T
Maintenance			60,000.00	60,000.00T
If you have any questions give me a call. Tony 443-0809			Subtotal	\$196,728.20
			Sales Tax (7.0%)	\$13,140.97
			Total	\$209,869.17

Signature _____

Phone #
863-385-8733



LaGrow Irrigation and Well Drilling, Inc.

P.O. Box 7605
Sebring, Florida 33872
(863) 382-1314
sales@lagrowirrigation.com

Response to ITB
Highland Lakes Reserve
Home Owners Association

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<u>Addendum</u> - Copies of Licenses - Certificate of Insurance	To Be Sent Separately

Bidder Contacts

Keith LaGrow – *President/Owner*
Russell McIntyre – *Operations Manager*
Cheryl Carter – *Landscape Maintenance Manager*

Highlands County Irrigation License # HC02309 / Polk County ID# 25381

These bids are based on complete package for each section. Client may choose to not reward all four sections. If any category of work in any section is not rewarded to bidder, prices may be subject to change.

Prices may be subject to change after 30 days from date of bid.





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June 2, 2017
ITB – Highland Lakes Reserve Entrance and Buffer Renovations

Main Entry

Install Irrigation, Landscaping, High & Low Voltage Lighting, and Concrete as per plans by Heartland Designs dated 1/27/2017.

Irrigation	\$12,962.51
Landscaping	\$27,244.34
High Voltage Lighting*	\$ 5,356.37
Low Voltage Lighting	\$15,282.32
Concrete	\$ 3,065.00

*High Voltage Fixture Allowance: Each light fixture and pole, \$1,229.06 ea + \$758.00 freight cost. If wind load calculations are applicable add \$625.00. These prices are not included in 'High Voltage Lighting' price.

If both entrances are installed together, freight (\$758.00) and wind load charge (\$625.00) apply only one time.

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June 2, 2017
ITB – Highland Lakes Reserve Entrance and Buffer Renovations

Sparta Entry

Install Irrigation, Landscaping, High & Low Voltage Lighting, and Concrete as per plans by Heartland Designs dated 1/27/2017.

Irrigation	\$ 4,179.63
Landscaping	\$22,486.45
High Voltage Lighting*	\$ 5,356.37
Low Voltage Lighting	\$12,434.25
Concrete	\$ 3,065.00

*High Voltage Fixture Allowance: Each light fixture and pole, \$1,229.06 ea + \$758.00 freight cost. If wind load calculations are applicable add \$625.00. These prices are not included in 'High Voltage Lighting' price.
If both entrances are installed together, freight (\$758.00) and wind load charge (\$625.00) apply only one time.

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June 2, 2017
ITB – Highland Lakes Reserve Entrance and Buffer Renovations

Sparta Road North Buffer

Install Irrigation, Landscaping and Fence as per plans by Heartland Designs dated 1/27/2017.

Irrigation	\$20,461.58
Landscaping	\$14,249.25
Fence	\$15,496.00

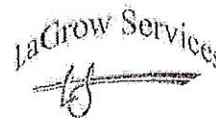
Sparta Road South Buffer

Install Irrigation, Landscaping and Fence as per plans by Heartland Designs dated 1/27/2017.

Irrigation	\$14,000.37
Landscaping	\$ 9,657.30
Fence	\$ 4,147.00

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June 2, 2017

ITB - Maintenance Services for Highland Lakes Reserve Home Owners Association

Highland Lakes Reserve Entries Maintenance Services as per plans by Heartland Designs dated 1/27/2017.

Sparta Entry

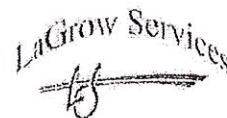
Lawn Service (mow, edge, weed eat, blow)	\$1,150 per month
Landscape Maintenance (trimming & herbicide)	\$ 600 per month
Fertilization – To be done by Highland Lakes Reserve HOA’s current provider.	
Irrigation Inspection	\$ 175 per month
Light Inspection	\$ 30 per month
Total	<u>\$1,955 per month</u>

Irrigation Repairs (\$45 per man/hour + material)

Light Repairs (\$45 per man/hour + material)

These bids are based on complete package for each section. Client may choose to not reward all four sections. If any category of work in any section is not rewarded to bidder, prices may be subject to change.

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June 2, 2017

ITB - Maintenance Services for Highland Lakes Reserve Home Owners Association

Highland Lakes Reserve Entries Maintenance Services as per plans by Heartland Designs dated 1/27/2017.

Main Entry

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